

BEST PRACTICE CATALOG

Project Title: **MONITORING THE QUALITY OF EMPLOYEE EVALUATIONS**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Management of Human Resources**

Heading: **Assessing Competence**

Key Word(s): **Employee Evaluations**

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Purpose: To ensure that employee evaluations contain all required components to produce an accurate and comprehensive evaluation.

Brief Description: The personnel office uses a check sheet to both train supervisors and review the content of annual employee evaluations. If components are missing from evaluations the evaluation is returned to the supervisor with the check sheet to indicate which components are missing.

Selection Basis/Criteria: The number of evaluations done incorrectly has continually decreased over the last year indicating that this intervention is successful.

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual

☒ Other : **Evaluation Check Sheet**

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